

TRANSPORT PRO

Partial Voucher Payments

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Partial Voucher Payments

There may be a time when you wish to make partial payments on a voucher. For example, perhaps you pay out for a few different items to one vendor, and therefore, the payouts need to hit different GL accounts. In any case that one of your vendors is affected by more than one account, you do have the ability to enter multiple distribution accounts on a voucher.

Add a Voucher

Once you have entered your vendors in the system, you can add your vouchers.




1. Follow the path in the menu Accounting>Accounts Payable>Vouchers>Add Voucher.


Accounting	Sales	Imaging	Reports	Administration
Accounting Reports ▶				
Chart Of Accounts ▶				
General Ledger ▶				
Cash Reconciliation ▶				
Fixed Assets ▶				
Checking Accounts ▶				
Accounts Payable ▶	Vouchers ▶	Search Voucher Requests		
	Open Voucher Queue	Add Voucher		
	AP Aging Report	Search Vouchers		
	Recurring Vouchers ▶	Post Pending Vouchers		
	Vendors ▶	Import Card Transactions		
	AP Check Print Queue	Process Card Transactions		

2. An Add Voucher window will open. Enter the vendor name.

NOTE: You need to have your vendors entered in the system before you can create vouchers for them. When you begin typing in this field, a list of vendors will auto-populate. Click on the correct vendor to lock it in. Once you select your vendor, the address and phone number as well as the credit status and credit limit will auto-populate for you as long as you have entered this information on the vendor's profile.

Add Voucher

 Save Record
  Save And Add New
  Cancel

Vendor Information	
Vendor Name	1000 - Orange Sphere, LLC 
Address	555 W Main
City, State Zip	Mount Juliet, Tennessee 37122
Phone Number	

- Once the Vendor Information section is filled out, you need to fill out the Voucher Information on the bottom half of the screen. Begin by selecting the category that this voucher falls under as well as the payment method you will be using for this voucher.

NOTE: You should have already added your bank accounts to the system. You will need to do so in order for them to be available from this drop-down. If you get to this point and realize you need to add a new account, you can open Transport Pro in a new tab. Then, follow the path in the menu Accounting>Checking Accounts>Checking Accounts>Add Checking Account.

Voucher Information	
Category	Equipment ▼
Payment Method	BOA - Main Checking ▼

- Enter the invoice date and the invoice number. Then, enter the PO number, if applicable.

Invoice Date	2017-03-07	31
Invoice Number	90764	
PO Number		

- Enter the due date and the GL distribution date.

Due Date	2017-03-07	31
GL Distribution Date	2017-03-07	31

- Enter the correct name or initials in the Approved By field. Then, enter a description in the Description field.

NOTE: Although the Approved By field is not required in order to save the voucher, it is required in order to approve the voucher. The description is required.

Approved By	KF
Description	For tractor 1022

- In the second column of the Voucher Information section, you will see that the voucher is in a pending status. It will remain that way until you post it. Enter the invoice amount. When you enter the invoice amount, the amount will auto-insert in the distribution accounts and accounts payable dollar amount fields.

Voucher Status	Pending
Invoice Amount	1000.00
Distribution Accounts (Negative Amounts = Credits)	<input type="text"/> \$1000.00 <input type="text"/> \$ Add Another Debit
Accounts Payable (Negative Amounts = Debits)	<input type="text"/> \$1000.00

- For this example, let's say you need to pay three different amounts from three different GL accounts for this vendor. As you can see, the system gives you two lines for the distribution accounts, but you need three. Click the "Add Another Debit" link.

NOTE: There is no limit on how many debit lines you can enter.

Distribution Accounts (Negative Amounts = Credits)	<input type="text"/> \$1000.00 <input type="text"/> \$ <input type="text"/> \$ Add Another Debit
Accounts Payable (Negative Amounts = Debits)	<input type="text"/> \$1000.00

- Now, you can break up the payments for each distribution account accordingly.

Distribution Accounts (Negative Amounts = Credits)	<input type="text"/> 10-0-2500 \$500 <input type="text"/> 22-0-0-000 \$250 <input type="text"/> 21-0-0001 \$250 Add Another Debit
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10. Enter the accounts payable account.

Distribution Accounts (Negative Amounts = Credits)	10-0-2500	\$ 500
	22-0-0-000	\$ 250
	21-0-0001	\$ 250
Add Another Debit		
Accounts Payable (Negative Amounts = Debits)	15-1-0000	\$ 1000.00

11. Enter all of the applicable information in the third column.

NOTE: Although this information is not required, we do recommend entering the applicable information for organizational purposes.

Pay Account Name	Roger Smith (Owner) - 100	
Customer		
Load ID		
Tractor	555 - PTRB - 2015 - 25896	
Trailer		
Work Order		
Claim		

12. Once all of the required information is entered, click "Save."

NOTE: After you save the voucher, the next step is to post the voucher. For full details on vouchers, please see the A/P-Vendors and Vouchers Guide.